



## 8-55-1 Weekly Progress Meetings

January 22, 2017

### 1.1 Originator

Project Development Section

### 1.2 Introduction

This section provides guidance and a Southwest Region agenda template for holding weekly progress meetings on construction projects.

### 1.3 Process

On most construction projects, a weekly progress meeting will be held from the beginning of the construction work until the completion of all work, including punch list work and turning in all documentation. Project engineers / project managers may want to consider continuing progress meetings through the finals process as well, although meeting less frequently and by teleconference will generally be sufficient.

The weekly meetings during the construction work are typically held at the same time and on the same day each week, usually at the project field office. Attendees should include the project engineer, project manager, WisDOT Project Materials Coordinator (WPMC), Contractor Project Materials Coordinator (CPMC), Contractor's Project Manager, Contractor's Foreman, Subcontractor representatives for current and upcoming work, and utility representatives if they have current or upcoming work. Local Law enforcement, Fire, EMS, and municipal officials may also want to attend to keep up-to-date with the status of the work and traffic restrictions.

The project engineer will use the [Southwest Region Weekly Meeting Agenda](#) template as a starting point to create a custom agenda that addresses the needs of the project. Copies of the Agenda will be provided to all those attending. A [Weekly Meeting Attendance Sheet](#) will be used to record the attendees. Minutes will be taken and distributed promptly, normally by email, to those attending and others who may request them.

Additional Statewide guidance can be found in the [Timely Decision-Making Manual](#) and the [Construction and Materials Manual \(CMM\) section 2-18.3.1](#).

### 1.4 References

[Southwest Region Weekly Meeting Agenda](#)

[Weekly Meeting Attendance Sheet](#)

[Timely Decision-Making Manual](#)

[CMM 2-18.3.1](#)

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Date